

Maldon District Council Grant Scheme: Where Quality of Life Matters – Applicant Guidance

1. Welcome & Introduction

Welcome to the Maldon District Council's "Where Quality of Life Matters Grant Scheme"! We're here to help foster a vibrant, resilient, and inclusive district where everyone – residents and businesses alike – can thrive.

This grant scheme offers **grant funding for local community and charitable organisations, and businesses**, enabling them to deliver projects and initiatives that align with the Council's vision and bring tangible benefits to our communities and local economy.

2. Our Funding Priorities

When you apply, we'll prioritise projects that clearly align with and contribute to one or more of the following key areas, reflecting the [Council's Corporate Plan 2025 – 2028](#) and needs of our district:

- **Supporting Our Communities:** We're looking for projects that **bring people together**, actively **reduce social isolation**, and **enhance the mental and physical health** of residents across all age groups. Think about how your initiative can foster connections and wellbeing.
 - **Investing In Our District:** This priority focuses on projects that **enhance and maintain community facilities, green spaces, and public areas**, making them more accessible and enjoyable for everyone. We also welcome investment in **culture**, improving what we offer to residents, businesses, and visitors alike.
 - **Growing Our Economy:** We want to support initiatives that stimulate local economic growth. This could mean funding the **purchase of new goods or services** (like technology upgrades, marketing efforts, specialist training, or product diversification). Projects that aim to **increase visitor numbers** who stay longer and spend more in the district are also a high priority.
 - **Protecting Our Environment:** Projects that contribute to **reducing carbon emissions**, promoting **energy efficiency**, enhancing **climate resilience**, and actively **protecting and improving the natural environment** within the Maldon District are crucial. These projects should align with [the Council's Climate Action Strategy](#).
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3. Who Can Apply (Eligibility Criteria)

To be eligible for funding, your organisation or business must meet the following criteria:

- **Be located within or primarily serve the residents of the Maldon District.**

- **Clearly demonstrate a need for your project** and explain **how it will benefit** the local community or economy.
- **Provide a clear breakdown of project costs** and demonstrate **financial sustainability** for the project.
- **Commit to the principle of equal opportunities** and ensure services are **accessible to all**.
- **Have appropriate policies and procedures in place**, such as public liability insurance and safeguarding policies (if working with children or vulnerable adults).

Eligible applicant types include:

- Town or Parish Councils within the Maldon District.
- Primary, secondary, or higher and further education institutions.
- **Private sector companies** (including sole traders – please be ready to supply **evidence of HMRC registration**). Not be part of a larger national chain or franchise, except for those registered as sole traders.
- Registered voluntary, community, or charitable organisations.
- Registered Social Enterprise.

Only one application per organisation is permitted during each application window.

4. What Your Project Can Cover

The grant scheme is designed to be flexible and can support a range of activities and costs:

- **Project-Specific Costs:** This covers essential items like materials, equipment, venue hire, and fees for sessional workers directly involved in your project.
- **Capital Improvements:** You can apply for funding for **minor building renovations**, improvements to accessibility, or contributions towards **energy efficiency measures**.
- **Activities:** The grant can fund a diverse range of activities, including community events, workshops, training sessions, engagement schemes, and youth activities.
- **Type of Funding:** The grant fund is a mix of **capital and revenue funding**. You'll need to identify which category your costs fall into within your application.
 - **Capital Funding** - This refers to money spent by the applicant organisation to acquire, upgrade, or maintain long-term assets that will be used for more than one financial year. These are typically significant

one-off investments that add value to the organisation's property, equipment, or infrastructure, or extend the useful life of an existing asset.

- **Revenue Funding** - This refers to money spent on the day-to-day running costs of the proposed project, but not the general organisation. These costs are typically consumed within a single financial year and relate to activities or services that enable the project to operate.
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5. What We Can't Fund

To ensure fairness and effective use of public funds, the grant scheme cannot support:

- Activities that are the sole responsibility of statutory services.
 - Projects that promote political or religious beliefs.
 - Retrospective funding for activities that have already taken place.
 - Core costs for large organisations where the grant would not make a significant impact.
 - Projects that exclusively benefit individuals (unless through a recognised community scheme for a specific vulnerable group).
 - On-going costs associated with the usual operation of your organisation.
 - Applications from any entity not listed in the "Eligible applicant types" above.
 - Age restricted activities.
 - Any other activity that the Council has indicated that it does not regard as suitable for support from public funds.
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6. Grant Tiers & How Much You Can Apply For

The scheme operates with three tiers to accommodate different project sizes and impacts:

- **Small Grants:** Apply for **up to £1,000** for smaller, localised initiatives.
- **Medium Grants:** Apply for **£1,001 - £5,000** for more developed projects with a wider community reach.
- **Large Grants:** Apply for **£5,001 - £10,000** for significant projects demonstrating substantial community impact and strong strategic alignment.

Please note: The total available funding for the scheme will be announced annually and depends on Council budget allocations and any external funding we secure (like the UK Shared Prosperity Fund).

7. The Application Process

Applying for a grant is a straightforward process:

1. **Read the Guidelines:** You must **carefully read the full** "Where Quality of Life Matters Applicant Guidance" (this document) before completing your application form.
2. **Online Application Form:** All applications must be submitted via the **online application form** available on the Maldon District Council website.
3. **Supporting Documents:** You'll may need to submit a range of supporting documents. These could include:
 - Your latest annual accounts or financial statements.
 - Your constitution or governing document.
 - Safeguarding policies (if you work with children or vulnerable adults).
 - Your public liability insurance certificate.
 - **Quotes for proposed expenditure** (especially important for larger grants of £5,001+).
 - Evidence of any match funding from the organisation or third parties.
 - Letters of support from partner organisations (if applicable).
 - Please be aware that we may request further information to verify your application during assessment.
4. **Assessment:** A dedicated panel will assess your application based on the eligibility criteria, alignment with our funding priorities and Grant Scoring Principles.
5. **Decision & Notification:** We aim to notify applicants of the decision within a specified timeframe (e.g., typically 6-8 weeks from the application deadline).
6. **Grant Agreement:** If your application is successful, you'll be required to sign a **grant agreement** outlining the terms and conditions of the funding.
7. **Monitoring & Evaluation:** As a grant recipient, you'll need to provide **progress reports and a final evaluation report**. This will include evidence of expenditure and details of your project's outcomes, helping us assess the scheme's impact and inform future funding decisions.

8. Application Deadlines

The "Where Quality of Life Matters Grant Scheme" will operate with specific application windows throughout the year. Please keep an eye on the **Maldon**

District Council website for the exact dates of each funding round, which will also be promoted through relevant community networks.

9. Get In Touch

For any queries regarding the Maldon District Council "Where Quality of Life Matters Grant Scheme", please don't hesitate to contact us:

Email: Strategy.team@maldon.gov.uk

10. Important Notes

The Maldon District Council Community Grant Scheme guidelines and priorities will be reviewed periodically to ensure they remain relevant to the needs of the district and align with the Council's overarching strategies. Any amendments will always be clearly communicated on the Council's website.